



JOB DESCRIPTION

POSITION: Admin Assistant, Worship, Communications & First Impressions

DEPARTMENT: Worship

REPORTS TO: Worship Arts Pastor

SUMMARY: Under the supervision of the Worship Arts Pastor, performs administrative duties and projects relating to the Worship department, Communications, and First Impressions teams.

KEY RESPONSIBILITIES:

Communications

- Assist with miscellaneous tasks related to communication to market, inform, and promote announcements, teaching series, church events, and other campaigns assigned.
- Updating Sunday service order on Planning Center Online (PCO) and communicating with Service participants.
- Assisting with miscellaneous tasks related to communications production, such as proofreading questions for life groups etc.

First Impressions

- Coordinate Planning Center Assignments for First Impression teams: Ushers, Greeters, Parking, Communion, Refreshments, Campus Coordinators, and Welcome Hosts.
- Keep track of inventory of refreshments pantry to ensure supplies are there for each Sunday, order as needed. Costco run done 2nd week of each month.
- Communion Sundays; Facilitate communion once a month.

Worship

- Coordinate Planning Center Assignments for the worship team musicians.
- Assist with communication with the worship team.

KNOWLEDGE, SKILLS, AND ABILITIES

The following knowledge, skills, and abilities may be acquired through a combination of formal schooling, self-education, prior work experience, or on-the-job training.

- High school diploma or GED equivalent.
- Word processing, database, and desktop publishing skills required.
- Must have good organizational and communication skills.
- Good people skills.
- Proofreading skills.
- Good research skills.
- Proficient computer skills with Microsoft Office, Adobe Creative Suite, databases, Outlook email, and Microsoft teams.
- Proficient in Planning Center Services (willing to learn)
- Experience working on the web.

Level of Independence

- Must be able to work independently with minimal supervision and meet multiple deadlines.

Physical Demands

- Sitting for long periods at a desk using a keyboard & computer
- Minimal lifting

Working Relationships

- Must have the ability to work with many personalities and levels of management

Other Remarks

- POSITION (PT) (hourly) 25 hours per week

CONTACT

Please email Worship Arts Pastor, Saúl Valadez Radaid at saulr@bridgescc.org